



City of Seat Pleasant, Maryland

**APPROVED
BUDGET
FY 2012**

MAYOR AND CITY COUNCIL
Line Item Format



A City of Excellence

APPROVED
FY 2012 REVENUES

CITY OF SEAT PLEASANT, MARYLAND
APPROVED
FY2012 REVENUES BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2010 8MONTHS ACTUALS	FY 2011 APPROVED BUDGET	FY 2011 7 MONTHS ACTUAL	FY 2012 APPROVED BUDGET
TAXES					
4000.00	Real Property Taxes	982,916	1,205,507	1,293,089	1,205,507
4001.00	Personal Property Taxes	1,135,302	1,044,071	808,079	1,044,071
4000.50	Penalties & Interest	4,167	10,456	2,600	10,456
4000.10	Tax Credit – Excess Credit (A)	-4,200	-4,200	-4,200	-4,200
4003.00	Admission & Amusement	2,100	500		500
4010.00	Highway – Shared User	15,983	7,000	11,014	44,697
4015.00	Police – State Aid	46,734	96,524	30,356	96,524
4005.00	Income Taxes	80,243	150,000	84,308	150,000
	Subtotals	2,263,245	2,509,858	2,225,246	2,547,555
LICENSES & PERMITS					
4323.00	Liquor License		700		700
4321.00	Business & Traders License	13,650	20,000	15,350	60,000
4313.00	Building Permits	498	500	145	500
	Subtotals	14,148	21,200	15,495	61,200
FEDERAL, STATE, AND COUNTY SHARED REVENUES					
4310.00	Comm. Dev. Block Grant		246,335	191,211	216,000
4220.00	County Business Licenses		1,000		1,000
4110.00	County Bank Stock Tax	2,563	2,563		2,563
4105.00	County Disposal Fee	7,472	14,944	7,472	14,944
4359.00	LLEB				
4364.00	C/Safe Grant	27,587	62,000	21,126	92,335
4366.00	Livable Communities				
4367.00	Bus Shelter Grant	1,217	5,000	1,217	5,000
4370.00	NR Grant		3,753	3,753	3,753
4373.00	Community Legacy	80,000	100,000	68,000	100,000
4401.00	Open Space	24,261	80,000	58,398	80,000
4402.00	Legacy Planning Grant		35,000	35,000	35,000
	Subtotals	143,100	550,595	386,177	550,595

CITY OF SEAT PLEASANT, MARYLAND
APPROVED
FY2011 REVENUES BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2010 8MONTHS ACTUAL	FY 2011 APPROVED BUDGET	FY 2011 7 MONTHS ACTUAL	FY 2012 APPROVED BUDGET
REVENUES FOR CITY SERVICES					
4601.00	Copier Fees and Notary Fees	235	50		50
4603.00	Sale of Maps & Publications	180	300		300
	Subtotals	415	350		350
4501	SPECIAL TRASH PICKUP	125	500		500
	Subtotal	125	500		500
CABLE TV					
4334.00	Cable Fees (B)	24,496	28,855	16,382	28,855
	Subtotal	24,496	28,855	16,382	28,855
FINES AND FOREITURES					
4701.00	Parking Citations	1,298	10,000	4,333	10,000
4702.00	Housing Codes		45,000	22,150	45,000
4703.00	Seizure Funds	973	7,000		7,000
4704.00	Speed Cameras				180,000
	Subtotals	2,271	62,000	26,483	242,000
REVENUES FROM INTEREST INCOME					
4800.00	Interest (C)	7,708	22,000	2,903	22,000
	Subtotals	7,708	22,000	2,903	22,000
4801.00	Rental Concession	9,000	9,000		
	Subtotals	9,000	9,000		

**CITY OF SEAT PLEASANT, MARYLAND
APPROVED
FY2011 REVENUES BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2010 8MONTHS ACTUAL	FY 2011 APPROVED BUDGET	FY 2011 7 MONTHS ACTUAL	FY 2012 APPROVED BUDGET
OTHER REVENUES					
4655.00	Vending Machines		500	400	500
	Subtotals		500	400	500
SALE OF LAND AND EQUIPMENT					
4625.00	Sale of General Fund Equipment				
4426.00	Sale of Seizure Fund Equipment				
	Total Revenues	2,456,214	3,195,858	2,673,086	3,453,555
	Total Expenditures	1,918,071	3,411,503	1,893,163	3,831,708
Other Financing Sources					
4901.00	UDAG				
4902.00	Refuse Fund Payback ©	34,492	51,739	45,585	51,739
4903.00	Allocation from Fund Bal.(D)		49,494	12,935	163,906
4904.00	Other Financing Source				162,508
	Total Revenues & Other Financing Sources	2,515,543	3,411,503	2,731,606	3,831,708

FOOTNOTES

- A) TAX REDUCTION GIVEN TO HOMEOWNERS ON THEIR ASSESSMENTS WHEN IT EXCEEDS 15% OF PRIOR YEAR.
 B) 31.2% OF CABLE FEE WILL SUPPORT THE INET SYSTEM
 C) INTEREST ON INVESTMENTS

D) FUNDS ALLOCATED FROM FUND BALANCE



A City of Excellence

APPROVED
FY 2012 EXPENDITURES



*Elected Officials
And
City Clerk*

**CITY OF SEAT PLEASANT, MARYLAND
APPROVED
FY2012 EXPENDITURES BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2010 8 MONTHS ACTUAL	FY 2011 APPROVED BUDGET	FY 2011 7 MONTHS ACTUAL	FY 2012 APPROVED BUDGET
ELECTED OFFICIALS CITY COUNCIL					
5100.01	Salary	22,373	31,844	18,164	31,844
5000.01	Cost of Living				955
5105.01	FICA	1,313	9,407	1,489	9,689
5110.01	Workmen's Compensation	60	106	62	109
5225.01	Training	6,798	26,250	8,720	30,100
5250.01	Association Dues	1,244	1,400	1,235	1,400
5253.01	Promotional Activities				
5355.01	Insurance Public Officials	14,553	14,916	14,916	14,916
5450.01	Supplies	16	500		500
5500.01	Service Expense	16,800	25,200	14,700	25,200
5600.01	Telephones		3,000	1,485	3,000
5601.01	Constituent Services		700	93	700
Total		63,157	113,323	60,864	118,413

SALARY

This line item represents funds allocated for the salaries of the City Council members.

COST OF LIVING

This line item represents funds allocated for a 3% cost of living increase for the City Council members set by ordinance 88-01.

SERVICE EXPENSE

This line item represents funds allocated for the reimbursement of expenses incurred in carrying out of official duties

TRAINING

This line item represents funds allocated for the council members to attend the Maryland Municipal League and National League of Cities Conferences plus per diem, lodging, travel related to these conferences and mileage reimbursement in excess of 50 miles when personal vehicles are used.

ASSOCIATION DUES

This line item represents funds allocated to pay municipal and other association dues.

INSURANCE - PUBLIC OFFICIALS

This line item represents funds allocated for the protection of the City Council members in case of any litigation.

TELEPHONES

This line item represents funds allocated for cellular communication equipment and monthly service.

CONSTITUENT SERVICES

This line item reflects funds allocated for activities in the city's wards.

SUPPLIES

This line item reflects funds allocated for the procurement of seven thumb drive to allow City Council members to store and transport data.

**CITY OF SEAT PLEASANT, MARYLAND
APPROVED
FY2012 EXPENDITURES BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2010 8 MONTHS ACTUAL	FY 2011 APPROVED BUDGET	FY 2011 7 MONTHS ACTUAL	FY 2012 APPROVED BUDGET
	ELECTED OFFICIALS CITY CLERK				
5100.02	Salary	29,119	45,506	27,062	45,506
5000.02	Cost of Living				1,365
5105.02	FICA	2,185	3,485	1,939	3,586
5110.02	Workmen's Compensation	14	33	22	34
5112.02	Maryland Unemployment	144	221	215	221
5114.02	Health Insurance	1,160	2,000	1,774	3,500
5130.02	Election Expense				5,000
5250.02	Association Dues	50	175	175	175
5251.02	Notices	2,050	4,000	2,292	5,000
5277.02	Meeting	413	1,000	102	1,000
5450.02	Supplies	1,151	2,000	742	2,000
5600.02	Training	2,403	3,000	1,970	3,500
5975.02	Capital Outlay	1,255	2,000		2,000
Total		39,944	63,420	36,293	72,887

SALARY

This line item represents funds allocated for the salary of the City Clerk

COST OF LIVING

This line item represents funds allocated for a 3% cost of living increase for the City Clerk.

Capital Outlay

This line item represents funds allocated for external hard drive, supplemental update of the City Code Replacement disk and City server.

ASSOCIATION DUES

This line item represents funds allocated to pay municipal and other association dues.

NOTICES

This line item represents funds allocated to insure sufficient public notice and to meet legal requirements for City ordinances and resolutions, charter amendments, special meetings and hearings, and elections.

MEETINGS

This line item represents funds allocated to provide refreshments and other services for public meetings.

SUPPLIES

This line item represents funds allocated to provide for the procurement of office supplies incidental to the operations of the Office of the Clerk.

TRAINING This line item represents funds allocated for the City Clerk to attend the International Institute of Municipal Clerks and Municipal Clerks Association, Maryland Municipal League, National League of Cities and other professional conferences, training and local travel.

**CITY OF SEAT PLEASANT, MARYLAND
APPROVED
FY2011 EXPENDITURES BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2010 8 MONTHS ACTUAL	FY 2011 APPROVED BUDGET	FY 2011 7 MONTHS ACTUAL	FY 2012 APPROVED BUDGET
ELECTED OFFICIALS					
MAYOR					
5100.03	Salaries	4,815	7,152	3,831	7,152
5000.03	Cost of Living				215
5105.03	FICA	368	547	275	564
5100.03	Workmen's Compensation		207	121	213
5500.03	Service Expense	2,700	3,600	2,400	3,600
5225.03	Training	2,980	3,750	1,094	4,300
5250.03	Association Dues	625	800	300	800
5253.03	Promotional Activities Expense	110	3,000	2,500	3,000
5355.03	Insurance Public Officials	700	700	700	700
5450.03	Office Supplies	30	600	109	600
6017.03	Contractual Services	2,500	28,000	20,385	10,000
5975.03	Capital Outlay				
Total		14,828	48,356	26,330	31,144

SALARIES

This line item represents funds allocated for the following.

Mayor \$7,152.00

COST OF LIVING

This line item represents funds for the allocation of a 3% cost of living increase for the Mayor set by ordinance 88-01.

SERVICE EXPENSE

This line item represents funds allocated for the reimbursement of expense incurred in carrying out of official duties.

TRAINING

This line item represents funds allocated for the Mayor to attend the Maryland Municipal League, National League of Cities Conferences, Maryland Mayors and Black Mayor's Conference plus per diem, lodging, travel related to these conferences and mileage reimbursement in excess of 50 miles when a personal vehicle is used.

ASSOCIATION DUES

This line item represents funds allocated for due to the Maryland Mayors Association.

INSURANCE - PUBLIC OFFICIALS

This line item represents funds allocated for the protection of the Mayor in case of any litigation.

OFFICE SUPPLIES

This line item represents funds allocated to provide for the procurement of office supplies incidental to the operation of the Office of the Mayor.

CONTRACTUAL SERVICES

This line item represents funds allocated for an Intern on a contractual arrangement.



City Administration

**CITY OF SEAT PLEASANT, MARYLAND
APPROVED
FY2012 EXPENDITURES BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2010 8MONTHS ACTUAL	FY 2011 APPROVED BUDGET	FY 2011 7 MONTHS ACTUAL	FY 2012 APPROVED BUDGET
CITY ADMINISTRATOR ADMINISTRATION					
5100.04	Salaries	37,987	170,654	91,938	184,018
5000.04	Cost of Living				5,521
5105.04	FICA	2,906	13,198	3,613	14,956
5110.04	Workmen's Compensation	715	2,588	375	2,932
5112.04	Maryland Unemployment	170	1,600	846	1,600
5114.04	Health Insurance	2,624	3,228	1,412	3,228
5350.04	Insurance	11,590	25,971	25,971	25,971
5400.04	Service Contract	22,818	33,239	18,710	37,239
5425.04	Newsletter				
5450.04	Supplies	9,771	10,000	9,451	10,000
5475.04	Postage	1,041	1,500	1,284	1,500
5500.04	Telephones	7,463	10,000	6,431	10,000
5501.04	Local Travel		500	18	200
5600.04	Training	325	6,104	1,254	6,104
5675.04	Utilities	12,082	20,000	8,500	20,000
5678.04	Petroleum Related Adjustment		10,000		10,000
5975.04	Capital Improvements	3,470	5,500	1,896	5,500
5978.04	Surplus		15,348		9,078
6017.04	Contractual Services		45,000	26,262	45,000
5349.04	Eth				2,000
5979.04	nic Board				
Total		112,962	374,430	197,961	394,847

SALARIES

This line item represents funds allocated for the salaries paid to 4 fulltime employees:

City Administrator	80,000
Administrative Assistant	36,268
Receptionist	27,750
Human Resource Officer	40,000

COST OF LIVING

This line item represents funds for the allocation of a 3% cost of living increase for the current staff.

INSURANCE AND LEGAL SERVICES

This line item represents funds allocated for general liability insurance and legal services.

SERVICE CONTRACT

This line item represents funds allocated for maintenance contracts on office equipment such as computers, copiers, fax machines, general legal service fees and speed camera legal advice.

TELEPHONES

This line item represents funds allocated for telephone usage for the city staff.

SUPPLIES

This line item represents funds allocated to provide for the procurement of office supplies incidental to the operations of the city departments other than Police, City Clerk and Economic and Community Development.

LOCAL TRAVEL

This line item represents funds allocated for mileage and for minor miscellaneous expenses incurred by Administrative staff on City business.

TRAINING

This line item represents funds allocated for the Administrative staff to attend Maryland Municipal League Conference, and National League of Cities Conference and other professional conferences and training.

UTILITIES

This line item represents funds allocated for utility usage for the city staff.

PETROLEUM RELATED ADJUSTMENTS

This line item represents funds allocated to provide for unanticipated increases in petroleum related goods and services procured by the City of Seat Pleasant. No funds can be expended from this line item without approval by four Council Members.

CAPITAL IMPROVEMENTS

This line item represents funds allocated for following items

1. Web Site

SURPLUS

This line item represents funds allocated for the possible of fortuitous events. No funds can be expended from this line item without the approval of a majority of the City Councilmembers. No funds are reflected in this line item.

CONTRACTUAL SERVICES (\$45,000 GRANT WRITER)

THIS LINE ITEM REPRESENTS FUNDS FOR A GRANT WRITER .THE GRANT WRITER POSITION IS UNDER A FULLTIME CONTRACTUAL ARRANGEMENT.

BOARD OF ETHICS

This line item represents funds allocated for the Board of Ethic



Economic & Community Development

**CITY OF SEAT PLEASANT, MARYLAND
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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2010 8 MONTHS ACTUAL	FY 2011 APPROVED BUDGET	FY 2011 6 MONTHS ACTUAL	FY 2012 APPROVED BUDGET
	ECONOMIC AND COMMUNITY DEVELOPMENT				
5100.06	Salary				
5000.06	Cost of Living				
5105.06	FICA				
5110.06	Workmen's Compensation				
5112.06	Maryland Unemployment				
5253.06	Promotional Activities				
5450.06	Supplies				10,000
5600.06	Training				
6017.06	Contractual Services		167,000		112,000
Total			167,000		122,000

CONTRACTUAL SERVICES

This line item represents fund allocated for Contractual Services for the following projects.

\$60,000.00 for an Economic Development Coordinator

\$32,000 to prepare an Urban Renewal Plan

\$20,000 to provide matching funds in a partnership arrangement with a qualified 501 3c organization to leverage resources to execute the vision for Economic Development in the City of Seat Pleasant.



Finance

**CITY OF SEAT PLEASANT, MARYLAND
APPROVED
FY2011 EXPENDITURES BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2010 8 MONTHS ACTUAL	FY 2011 APPROVED BUDGET	FY 2011 7 MONTHS ACTUAL	FY 2012 APPROVED BUDGET
FINANCE DEPARTMENT					
5100.05	Salary	96,518	162,157	81,402	185,867
5000.05	Cost of Living				
5102.05	Temporary Help				5,576
5002.05	Salary Adjustment				
5105.05	FICA	5,946	10,252	5,720	14,218
5110.05	Workmen's Compensation	1,000	1,340	404	1,518
5112.05	Maryland Unemployment	61	94	49	94
5114.05	Health Insurance	1,168	1,739	708	1,739
5125.05	Retirement	3,962	14,805	6,051	14,805
5250.05	Association Dues		218	158	218
5600.05	Training		3,150		3,150
5975.05	Capital Improvements		13,000	358	14,045
6010.05	Auditing Services	7,000	7,000	6,039	7,000
6011.05	Special Internal Audit		20,000		
6017.05	Consultant		12,000		12,000
Total		115,655	245,755	100,889	260,230

SALARIES

This line item represents funds allocated for the salaries paid to 4 full time employees.

City Treasurer	62,192
Accounting Manager	43,675
Accounting Clerk I	30,000
General Ledger Supervisor	50,000

Fifty percent of the cost for the General Ledger Supervisor will be associated with financial administration of the speed camera program.

COST OF LIVING

This line item represents funds allocated for a 3% cost of living increase for the current staff.

RETIREMENT

This line item represents funds allocated for the cost to City of it retirement program.

ASSOCIATION DUES

This line item represents funds allocated for the Governmental Financial Officers Association.

TRAINING

This line item represents funds allocated for the staff to attend Maryland Municipal League Conference other professional conferences and training.

CAPITAL IMPROVEMENTS

This line item represents funds allocated to upgrade the city's financial management system to foster the networking of the various computers. and findings from the Internal Audit to strength the city's internal controls

AUDITING SERVICES

This line item represents funds allocated to cover the City's annual audit.

CONSULTANT SERVICES

This line item represents funds allocated to provide a consultant to assisted streamlining the city financial management and to strength the city's internal controls in the areas of grant and contractual management.



Public Safety

**CITY OF SEAT PLEASANT, MARYLAND
APPROVED
FY2012 EXPENDITURES BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2010 9 MONHS ACTUAL	FY 2011 APPROVED BUDGET	FY 2011 7 MONTHS ACTUAL	FY 2012 APPROVED BUDGET
POLICE DEPARTMENT					
5100.07	Salaries	320,998	682,206	376,504	682,206
5101.07	Overtime	2,837	20,000	17,148	20,000
5000.07	Cost of Living				20,466
5002.07	Stipends For Reserve Officers		15		15
5002.07	Salary Upgrade				
5105.07	FICA	19,091	53,718	29,065	53,754
5110.07	Workmen's Compensation	46,097	56,782	28,391	33,418
5112.07	Maryland Unemployment	5,828	10,048	5,817	10,048
5114.07	Group Health Insurance	54,999	63,446	27,815	63,446
5175.07	Vehicle Maintenance	5,973	15,000	25,706	15,000
5176.07	Vehicle Accidents		2,000	500	2,000
5225.07	Conventions and Conferences		1,500	183	1,500
5232.07	Neighborhood Watch		1,000		1,000
5250.07	Association Dues		300	270	300
5300.07	Field Supplies	3,596	7,000	2,496	6,985
5325.07	Gasoline	10,230	20,500	11,890	15,120
5400.07	Maintenance Contracts	2,527	6,000	5,033	6,000
5450.07	Office Supplies	1,892	3,000	2,148	3,000
5451.07	Insurance Auto	25,000	25,500	25,500	25,500
5452.07	Utilities for Surveillance Cameras				
5475.07	Postage	500	1,500	1,347	2,500
5550.07	Telephones	6,297	14,700	6,824	14,700
5600.07	Training	3,696	10,485	2,739	10,485
5601.07	Specialized Training				
5650.07	Uniforms	2,393	12,000	7,657	12,000
5950.07	Capital Outlay Equipment				
5975.07	Capital Improvements	15,712	31,420	15,710	31,420
5976.07	Police Resource Center		500		500
6130.07	C/SAFE	22,103	13,500	7,149.00	13,500
Total		549,769	1,052,120	604,392	1,034,743

SALARIES

This line item represents the salaries for the following:

Chief		60,923
Sergeant	2	83,367
Corporals	2	78,063
Pfc. and Officers	11	400,783

Administrative Assistants	1	29.723
Administrative Assistants	1	29,347

OVERTIME

This line item represents funds allocated for compensation of staff to complete work deemed mandatory to complete court, administrative, late arrest, and other functions after a regular forty -hour work week and pre-approved by the City Administrator

COST OF LIVING

This line item represents funds allocated for a 3% cost of living increase for current staff.

TRAINING

This line item represents funds allocated for all Maryland Police and Correctional Training Commission mandatory in-service training and Annual Firearms Training for the year. Training for year also includes specialty training for areas such as Range Instructions, etc.

CONVENTIONS AND CONFERENCES

This line item includes funds for attendance at the Annual Chief of Police Convention and other Conferences to include travel expense

ASSOCIATION DUES

This line item represents funds allocated for association dues for Maryland Chief of Police, International Chief of Police, and other law enforcement organizations

NEIGHBORHOOD WATCH

This line item represents funds allocated for community related crime prevention activities.

AUTO INSURANCE

This line item represents funds allocated to cover insurance for police vehicles.

VEHICLE MAINTENANCE

This line item represents fund allocated for all auto maintenance, tune-up, tire repair, and windshield repairs, for repairs not covered under warranty.

VEHICLE ACCIDENTS

This line item represents funds allocated for vehicle repairs covered by the city's insurance or under warranty.

POLICE RESOURCE CENTER

This line item represents funds allocated to cover maintenance at the Police Resource Center.

FIELD SUPPLIES

This line item represents funds allocated for photo equipment for police evidence, repair to equipment and film for equipment, ammunition for range, traffic cones, first aide supplies, and fire extinguishers.

STIPENDS FOR RESERVE OFFICERS

This line item represents fund allocated for stipends for 3 Reserve Officers currently in the City's Reserve Officers Program. The payment of stipends to officers enrolled in the City's Reserve Officers Program is a requirement according to State Statute.

OFFICE SUPPLIES

This line item represents funds allocated for all supplies for the day to day operation of the offices Supplies such as pens, pencils, fax paper, copy paper, business cards, ID cards, toner, developer, vacuum bags, cups, plates, forks, spoons, knives, diskettes, etc.

UNIFORMS

This line item represents funds allocated for new uniforms, and repair and replacement of worn-out uniforms.

GASOLINE

This line item represents funds allocated to cover gas for police department vehicles.

TELEPHONES

This line item represents funds allocated for telephone usage for the staff.

UTILITIES FOR SURVEILLANCE CAMERAS

This line item represent funds allocated for telephone and electric services associated with surveillance cameras. No funds are reflected in this line item.

POSTAGE

This line item represents funds allocated for postage meter purchase and monthly postage charges for official correspondence, notification to individuals of vehicle impoundment, and general deliveries or certified mail.

MAINTENANCE CONTRACTS

This line item represents funds allocated for all contracts for service, which includes copy machine repair and service, water cooler, and computer repairs.

CAPITAL IMPROVEMENTS

This line item represents funds allocated for the lease payment for Police Vehicles.



Code Enforcement

**CITY OF SEAT PLEASANT, MARYLAND
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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2010 8 MONTHS ACTUAL	FY 2011 APPROVED BUDGET	FY 2011 7 MONTHS ACTUAL	FY 2012 APPROVED BUDGET
	CODE ENFORCEMENT OFFICE				
5100.08	Salary	22,979	38,912	22,416	38,912
5000.08	Cost of Living				1,167
5101.08	Overtime				
5105.08	FICA	2,378	2,976	1,487	3,066
5110.08	Workmen's Compensation	807	950	1,051	979
5112.08	Maryland Unemployment	438	516	191	516
5114.08	Health Insurance	1,910	2,182	104	2,182
5175.08	Vehicle Maintenance				
5300.08	Field Supplies	236	1,000	705	1,000
5600.08	Training	307	1,500		250
5975.08	Capital Outlay				
Total		29,055	48,036	25,954	48,072

SALARY

This line item represents fund allocated for the salary paid to 1 full time employee.

Code Enforcement Officer 38,912

COST OF LIVING

This line item represents funds allocated for a 3% cost of living increase for the current staff.

TRAINING

This line item represents funds allocated for the staff to attend Maryland Municipal Conference and National League of Cities and other professional organizations.

FIELD SUPPLIES

This line item represents funds allocated to provide for the procurement of field supplies such as film, notices, and citation incidental to the operations of the department.



*Mayor's Office
of Nuisance &
Abatement*

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2010 8 MONTHS ACTUAL	FY 2011 APPROVED BUDGET	FY 2011 7 MONTHS ACTUAL	FY 2012 APPROVED BUDGET
NUISANCE ABATEMENT					
6100.06	Salary	1,463	42,000	18,138	42,000
6000.06	Cost of Living				1,260
6105.06	FICA		1,765	1,299	1,765
6110.06	Workmen's Compensation		100		100
6112.06	Maryland Unemployment		800		800
6114.06	Health Insurance				2,087
6250.06	Dues				
6600.06	Training				1,000
6975.06	Field Supplies				3,000
6017.06	Contractual Services				
Total		1,463	44,655	19,437	47,925

This line item represents funds allocated for a Nuisance & Abatement Coordinator. The Nuisance & Abatement Coordinator is 23% or \$11,000 funded by the Governor's Office of Crime Control and Prevention CSAFE Grant and 77% or \$36,925 funded by the City's General Fund

The Nuisance & Abatement Coordinator salary is:

\$ 42,000



Community Services

CITY OF SEAT PLEASANT, MARYLAND
APPROVED
FY2012 EXPENDITURES BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2010 8 MONTHS ACTUAL	FY 2011 APPROVED BUDGET	FY 2011 6 MONTHS ACTUAL	FY 2012 APPROVED BUDGET
	COMMUNITY SERVICES ADMINISTRATION				
5100.09	Salaries	23,470	32,587	19,126	32,587
5000.09	Cost of Living				978
5105.09	FICA	1,780	2,493	1,413	2,568
5110.09	Workmen's Compensation	714	767	384	790
5112.09	Maryland Unemployment	357	420	210	420
5114.09	Health Insurance	785	1,076		1,076
5600.09	Training		2,000		2,000
	Subtotal	20,406	39,343	21,133	40,419
	COMMUNITY SERVICES SOCIAL SERVICES				
5113.09	Summer Youth Training	144	16,000	10,865	20,000
5233.09	Emergency Contingencies		1,250		1,250
5234.09	Fire Department Contribution		15,000		15,000
	Subtotal	144	32,250	10,865	36,250
	COMMUNITY SERVICES EDUCATION & RECREATION				
5230.09	After School Program				
5231.09	Community Service Partnership		2,600		2,600
5232.09	Community Events	2,042	12,300	2,117	18,300
5350.09	Activity Center Insurance	7,000	7,000	7,000	7,000
6117.09	Seat Pleasant Elementary		10,000		10,000
6234.09	Activity Center Educational Programs				
6235.09	Activity Center General Programs		8,000	6,743	1,000
5425.09	Newsletter				
6237.09	Activities in the Park		6,000	5,875	16,000
	Subtotal	9,042	45,900	21,735	54,900
Total		36,292	117,493	53,733	131,569

SALARIES

The Budget for Community Services Department consists of:

Administrative Assistant 32,587

COST OF LIVING

This line item represents funds allocated for a 3% cost of living increase for current staff.

SUMMER YOUTH PROGRAM

This line item represents fund allocated contract with outside sources to train youth to develop job marketing skills.

EMERGENCY CONTINGENCIES

This line item represents funds allocated to provide cash and non-cash assistance to needy citizens.

AFTER SCHOOL PROGRAM

This line item represents funds allocated to provide enhancement programs for young people in the after school program. This program includes mentoring, life skills, tutoring and other special programs.

COMMUNITY EVENTS

This line item represents fund allocated for city sponsored events. These include Seat Pleasant Day (\$10,600) Easter Egg Roll (\$200), Tree Lighting Ceremony (\$200), Veteran Day Ceremony (\$500), Black History Celebration (\$800) and Activities in the Park. (6,000).

FIRE DEPARTMENT CONTRIBUTION

This line item represents funds allocated for the Volunteer Fire Department.

ACTIVITY CENTER INSURANCE

This line item represents fund allocated for the cost of insurance for the building and content.

SEAT PLEASANT ELEMENTARY SCHOOL

This line item represents funds allocated for the Seat Pleasant Elementary School. No funds are to be expended from this line item until there is a request in writing from the Principal stating how the funds will be utilized.

COMMUNITY SERVICES PARTNERSHIP

This line item reflects \$2,500 for city sponsored Health Fairs and \$100 for Maryland Municipal League Geocaching Program.

ACTIVITIES IN THE PARK

This line item reflects funds allocated for programs to be held within the park for residents during the summer months. Programs to include but not limit to entertainment, leisure fun etc. The funding for this line item has been transferred to Community Events noted above.



Public Works

CITY OF SEAT PLEASANT, MARYLAND
APPROVED
FY2012 EXPENDITURES BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2010 8 MONTHS ACTUAL	FY 2011 APPROVED BUDGET	FY 2011 7 MONTHS ACTUAL	FY 2012 PROPOSED BUDGET
	PUBLIC WORKS DEPARTMENT ADMINISTRATION				
5100.10	Salaries	229,424	386,560	269,963	394,560
5000.10	Cost of Living				11,837
5002.10	Salary Upgrades		5,000	5,000	
5101.10	Overtime	20,323	10,000	4,155	10,000
5102.10	Temporary Help				
5105.10	FICA	19,106	30,719	15,821	31,090
5114.10	Group Insurance	22,018	20,100	11,966	20,100
5110.10	Workmen's Compensation	21,277	25,504	12,957	27,269
5112.10	Maryland Unemployment	1,463	5,663	3,173	5,663
5600.10	Training	450	10,000		10,000
5650.10	Uniforms	3,500	1,000		1,000
5350.10	Insurance -General Liability	27,431	27,979	27,979	27,979
6016.10	Engineering Services		5,000		25,000
6017.10	Consultant Services				
	Subtotal	344,992	527,525	351,014	564,498
	PUBLIC WORKS STREETS AND LIGHTING				
5275.10	Equipment Maintenance	1,797	2,500	18,462	2,500
6035.10	Street Repairs and Resurfacing	2,221	12,600	8,245	12,600
6040.10	Street Materials and Supplies	2,559	4,000	3,678	4,000
6049.10	Street Lighting	34,902	62,709	48,135	62,709
6058.10	Traffic Control Signs		1,500	1,363	1,500
6055.10	Street Names Signs	462	2,000		2,000
6056.10	Pavement Markings		5,420	741	5,420
6057.10	Snow Removal				10,000
5950.10	Capital Outlay		30,000	30,000	30,000
	Subtotal	41,941	120,729	110,624	130,729
	PUBLIC WORKS BUILDING MAINTENANCE				
5200.12	Greendale Maintenance				
5200.04	City Hall Maintenance	1,931	5,000	1,931	5,000
5200.10	Garage Maintenance	1,521	2,000	1,521	2,000
5375.10	Janitorial Supplies	3,602	6,000	3,602	6,000
5950.10	Capital Improvements Greendale				
	Subtotal	7,054	13,000	7,054	13,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2010 8 MONTHS ACTUAL	FY 2011 APPROVED BUDGET	FY 2011 6 MONTHS ACTUAL	FY 2012 APPROVED BUDGET
	PUBLIC WORKS WASTE COLLECTION & DISPOSAL				
6030.10	Brown Landfill	5,149	15,638	5,149	15,638
6046.10	Environmental Cleanup				
	Subtotal	5,149	15,638	5,149	15,638
	PUBLIC WORKS HORTICULTURE & PARK MAINTENANCE				
6025.10	Plant Materials	1,328	2,000	1,328	2,000
5300.10	Field Supplies	3,026	4,000	3,026	4,000
6025.10	Goodwin Park Plantings				
5215.10	Park Maintenance				
5675.10	Goodwin Park Utilities				
6129.10	Tree Removal		10,000		10,000
6026.10	Street Trees & Shrubbery				
6127.10	Beautification Committee		700		700
6045.10	Mosquito Control		830		1,125
5950.10	Capital Outlay	258	1,976	258	1,976
6060.10	Weed Control				
	Subtotal	4,612	19,506	4,612	19,801
	PUBLIC WORKS FLEET MAINTENANCE				
5325.10	Gasoline	23,474	27,361	23,474	27,361
5175.10	Vehicle Maintenance	9,828	20,468	9,828	20,468
5260.10	Eq. Maintenance	10,144	22,344	10,144	22,344
5178.10	Decals & Painting				
5950.10	Capital Outlay	2,048	25,000	25,000	25,000
5950.10n	Capital Outlay				10,000
	Subtotal	45,494	95,173	68,446	105,173
	Total	449,242	791,571	546,899	848,839

SALARIES

This line item represents funds allocated for the salaries of the following member of the Public Works:

Director	58,808
Transportation Officer	25,271
CDL Driver	25,271
Laborer/Street Sweeper CDL	34,516
Laborer/Maint. Lead Worker I	37,716
Laborer/Maint. Supervisor I	25,237
Laborer/Maintenance Worker III	26,288
Laborer/Maintenance Worker	24,508

Laborer/Maintenance Worker	23,459
Laborer/Maintenance Mechanic	24,508
Laborer/Landscape Gardner	25,237
Laborer/Janitor I	23,459
Foreman	40,282

COST OF LIVING

This line item represents funds allocated for a 3% cost of living increase for current staff.

OVERTIME

This line item compensates Public Works Staff for work essential to complete assignments, and pre-approved by the City Administrator.

TRAINING

This line item represents the allocation of funds for training of Public Works staff in their respective functional areas in order to improve skills, job knowledge, and for the procurement of Commercial Drivers License (CDL) for two Public Works employees.

UNIFORMS

This line item represents funds allocated to cover the lease and regular cleaning of shirts, pants and jackets.

ENGINEERING SERVICES

This line item reflects funds allocated for Engineering Services for pedestrian's safety activities throughout the city. This represents the match funds to be used to apply for a larger pool of Federal Fund available in this area.

STREET REPAIRS

This line item represents funds allocated to cover street and sidewalk work paid by the City funds, and generally performed under contract. A smaller amount within this item will be used for sealing cracks and other maintenance work by Public Works staff.

STREET MATERIALS & SUPPLIES

This line item represents funds allocated for street maintenance materials, such as road salt for road and sidewalk traction during inclement weather. Supplies will also include traffic safety devices such as warning signs, construction signs, and traffic cones.

TRAFFIC CONTROL SIGNS

This line item represents funds allocated for replacement and repair of traffic control signs, plus the continuing upgrade to more night visible diamond grade stop signs

STREET LIGHTING

This covers payment to PEPCO for existing lighting.

STREET SIGNS

This allocation will fund continuation upgrade or replacement of street signs in the city and the installation of entrance signs and directional signs.

PAVEMENT MARKINGS

This line item represents funds allocated for continuation of City pavement marking program to comply with MUTCO requirements. Marking will include stop lines, crosswalks, and school crossings

CITY HALL MAINTENANCE

This line item represents funds allocated to sustain, repair and secure City Hall.

GARAGE MAINTENANCE

This line item represents funds allocated to sustain, repair and secure the Public Works garage.

JANITORAL SUPPLIES

This line item represents funds allocated for the purchase of cleaning products, paper products, waxing products, and cleaning supplies.

BROWN STATION LANDFILL

This line item represents an estimate of the annual cost of dumping materials at the County landfill.

PLANT MATERIALS

This line item represents funds allocated for shrubbery, flowers, grass seed, mulch, and other materials for the beautification program.

FIELD SUPPLIES

This line item represents funds allocated to purchase weed killer and other supplies for the beautification program.

GASOLINE

This line item represents funds allocated for gas usage by the department's vehicles.

VEHICLE MAINTENANCE

This line item represents funds allocated to reflect maintenance and routine/minor repair of the department's vehicles as well as unanticipated repairs of a substantial nature.

EQUIPMENT MAINTENANCE

This line item represents funds allocated to reflect maintenance cost of specialized equipment other than automobiles and trucks, such as lawnmowers, weed eaters, and blowers

BEAUTIFICATION COMMITTEE

This line item represents funds allocated for the Beautification Committee.

MOSQUITO CONTROL

This line item represents funds allocated for an abatement program.

CAPITAL IMPROVEMENTS

This line item represents fund allocated for the lease purchase of equipment and vehicles in the Public Work Department

**CITY OF SEAT PLEASANT, MARYLAND
APPROVED
FY2012 EXPENDITURES BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2010 8 MONTHS ACTUAL	FY 2011 APPROVED BUDGET	FY 2011 6 MONTHS ACTUAL	FY 2012 APPROVED BUDGET
	COMMUNITY DEVELOPMENT EXPENDITURES				
8500	Street Improvements		261,134		216,000
	Totals		261,134		216,000



Enterprise Funds

**CITY OF SEAT PLEASANT, MARYLAND
APPROVED
FY2012 EXPENDITURES BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2010 8 MONTHS ACTUAL	FY 2011 APPROVED BUDGET	FY 2011 6 MONTHS ACTUAL	FY 2012 APPROVED BUDGET
	GREENDALE CENTER EXPENDITURES				
5101.12	Overtime				
5200.12	Greendale Maintenance				
5260.12	Equipment Maintenance				
5350.12	Insurance	6,000	6,000	6,000	6,000
5451.12	Event Supplies				
5550.12	Telephones				
5675.12	Electricity				
5676.12	Natural Gas				
5677.12	Water				
5975.12	Capital Improvements		50,000		150,000
5978.12	Debt Service	14,100	28,200	14,100	158,400
5979.12	Contingency				190,639
	Totals	20,100	84,200	20,100	505,039
	GREENDALE CENTER REVENUES				
4605.12	Greendale Funding Events				
	Totals				

CONTRACTUAL SERVICES

This line item represents funds allocated to hire two persons on a contractual arrangement to work at the Feggans Center during the week end funding events. No funds will be needed in this line item until the Feggans Center is reopened.

GREENDALE MAINTENANCE

This line item represents funds allocated for the Greendale Enterprise Funds share of the repairs to the structure and content of the Feggans Center. No funds will be needed in this line item until the Feggans Center is reopened.

EQUIPMENT MAINTENANCE

This line item represents funds allocated for repairs to the refrigerator and ice machine. No funds will be needed in this line item until the Feggans Center is reopened.

TELEPHONES

This line item represents funds allocated for the Greendale Enterprise Funds share of the Feggans Center's telephone cost. No funds will be needed in this line item until the Feggans Center is opened.

ELECTRICITY

This line item represents funds allocated for the Greendale Enterprise Funds share of the Feggans Center's electricity cost. No funds will be needed in this line item until the Feggans Center is reopened.

NATURAL GAS

This line item represents funds allocated for the Greendale Enterprise Funds share of the Feggans Center's natural gas cost. No funds will be needed in this line item until the Feggans Center is reopened.

WATER AND SEWAGE

This line item represents funds allocated for the Greendale Enterprise Funds share of the Feggans Center's water and sewage cost. No funds will be needed in this line item until the Feggans Center is reopened.

EVENT SUPPLIES

This line item represents funds allocated for table clothes, ice buckets, and other supplies to support the weekend Funding Events. No funds will be needed in this line item until the Feggans Center is reopened.

DEBT SERVICES

This line item represents funds allocated to defray the interest and principal on funds borrowed in 2002 for infrastructure improvements at the Feggans Center.

CAPITAL IMPROVEMENTS GREENDALE CENTER

This line item represents funds allocated for Capital Improvement for the soft cost such as built and renderings.

CONTINGENCY

This line item represents funds allocated for the possible of fortuitous events. No funds can be expended from this line item without the approval of a majority of the City Council members.

**CITY OF SEAT PLEASANT, MARYLAND
APPROVED
FY2012 EXPENDITURES BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2010 8 MONTHS ACTUAL	FY 2011 APPROVED BUDGET	FY 2011 6 MONTHS ACTUAL	FY 2012 APPROVED BUDGET
	REFUSE COLLECTIONS EXPENDITURES				
7600	Trash Collection Recycling Contract	151,460	226,719	170,163	199,719
7601	Proceeds to the General Fund	34,492	51,739	30,181	51,739
	Totals	185,952	278,458	200,344	251,458
	REFUSE COLLECTIONS REVENUES				
4150	Sanitation and Recycling Fees	185,952	278,458	162,433	251,458
	Totals	185,952	278,458	162,433	251,458

GLOSSARY

The Annual Budget contains specialized and technical terminology that is unique to public accounting and budgeting. This glossary has been prepared to assist the reader in understanding these terms when reviewing this budget.

ACCRUAL ACCOUNTING – The basis of accounting under which transactions are recognized when they occur, regardless of the timing of related cash flow.

REAL PROPERTY TAXES – Commonly referred to as property taxes, these are the charges levied on all homes, and land, according to the property's assessed valuation and tax rate.

PERSONAL PROPERTY TAXES – Commonly referred to as equipment taxes, these are the charges levied on all business equipment, and inventory, according to the property's assessed valuation and tax rate.

AGENCY FUND – A fund used to account for assets held by the City as an agent for individuals, private organizations, other governments and/or other funds; for example, Good Samaritan Contribution.

APPROPRIATION – A legal authorization granted by the City Council which passes a budget ordinance to make expenditures and to incur obligations for specific purposes. An appropriation is limited as to both time and amount and to when it may be expended.

APPROPRIATION ORDINANCE – The official enactment by the City Council to legally authorize the City staff to obligate and expend the resources of the City.

ASSESSMENT – Valuing property for purposes of taxation. This is performed by the State Department of Assessments and Taxation.

BUDGET – A plan of financial operation containing an estimate of proposed expenditures for a given period of time and the proposed means of financing them. The term usually indicates a financial plan for a single fiscal year. It is usually necessary to specify the budget under consideration whether it is preliminary and tentative or whether it has been approved by the governing body, the City Council.

BUDGETARY BASIS – The City prepares its budget in conformity with the State of Maryland Manual of Uniform Financial Reporting. As part of its budgeting process it includes a portion of the fund balance that has been accumulated in prior years. In this manner, tax levies are minimal and all available resources are used.

BUDGET CALENDAR – The schedule of key dates set forth for the preparation and ultimate adoption of the budget.

CAPITAL OUTLAY – Expenditures which result in the acquisition of an addition to fixed assets which have a value of \$1,000 or more and have a useful economic lifetime of more than five years.

CAPITAL IMPROVEMENT – Expenditures which results in extending the useful life of a fixed asset.

DEPARTMENT – A major organizational unit of the City with overall responsibility for one or more activities or functions of the City.

ENTERPRISE FUND – A fund which totally supports its services from fees or charges.

ESTIMATED REVENUE – The amount of projected revenues to be collected during the fiscal year.

FEES – A general term used for any charge levied by the City associated with providing a service or permitting an activity. Major types of fees include building permit fees, and refuse collection fees.

CDC – An abbreviation for Community Development Corporation

UDAG – An abbreviation for Urban Development Action Grant